

# PROJECT MANAGEMENT PLAN

General Information	
Project Title	
Version	
Date	
Project Manager	

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# 1. Introduction

## 1.1 Project Purpose

State the project's purpose.

## 1.2. Project Objectives

Mention and define all measurable objectives, business needs, and goals. Stakeholders will use these to assess the success of the project.

## 1.3. Project Deliverables

List what products or services you need to deliver to your clients.

Deliverable	Beneficiary	Date of delivery	Method of delivery	Notes

# 2. Executive Summary

Summarize the Project Charter you've already created.

# 3. Integration Management Plan

## 3.1. Team Structure

Mention and describe all internal and external people or organizations who'll participate in the project's development or provide resources for this process. Create a structure/diagram of your team and identify the main roles you'll need for the project.

## 3.2. Roles and Duties

List your team members and their duties based on the roles you've identified before. Include all internal or external stakeholders who are not part of the project team too. Go

into detail on how much control/authority they'll have over a specific task and how important their role is for the project.

### 3.3. Change Management

Describe how changes will be identified, tracked, and managed; who'll be in charge of handling them; who can request or approve a change; and what resources can be used. It's normal for changes to happen due to new objectives or client requirements. But don't skip preparing for the change management process if you want to avoid further mistakes.

### 3.4. Closing the Project

Describe and create a plan on how the project will be closed, what team members will work on next, what will happen to the unused resources, and how the project objectives were reached. Don't forget the closing report where you can mark everything you and your team learned during the project as discussed in your final meeting.

## 4. Scope Management Plan

### 4.1. Scope Statement

State everything that's within and outside the product/service (product/service features) and project scope (activities that go into the project development process).

Tasks within scope	Tasks outside scope

### 4.2. Scope Management

State how the project scope will be defined, approved, and managed, including the team members who are responsible for this and the tools that will be used.

### 4.3. Requirements Management Plan

Include details on how you'll gather the requirements for the project and how they will be managed and controlled. Include the people in charge of this and the tools or procedures needed for this process.

### 4.4. Work Breakdown Structure (WBS)

Mention all tasks according to company department, team, or project section and their relationships.

## 5. Schedule Management Plan

### 5.1. Milestones List

Note all project milestones including project phases, decision gates, delivery approvals, and any other event that can impact your project.

Milestone description	Estimated completion date

### 5.2. Baseline Schedule

Mention your initial schedule according to activity, priority, milestone, and dependency.

### 5.3. Project Schedule Control

Describe how the time spent on a task/project will be monitored and reported, what tools you'll use, how and why the project schedule can be modified, and who can revise the schedules. Include task dependencies.

## **6. Cost Management Plan**

### **6.1. Budget Estimation**

*Describe how the project's budget will be estimated, what tools you'll use, how and why the budget can be changed, and who's in charge of this.*

### **6.2. Budget Allocation**

*Describe how the project's budget will be distributed among tasks, what tools you'll use, how and why the budget can be changed, and who's in charge of this.*

### **6.3. Budget Control**

*Describe how the project's budget will be controlled, what tools you'll use, how and why the budget can be changed, and who's in charge of this.*

## **7. Quality Management Plan**

*State what the project's quality standards and procedures are, who's in charge of QA (Quality Assurance) and QC (Quality Control), what tools and methods can be used, how the quality of deliverables will be measured, and what actions need to be taken to ensure the quality of the final product/service.*

## **8. Human Resources Management Plan**

*Provide references on how your team will be appointed, managed, and trained throughout the entire project development process. Include what resources you'll need, how performance and productivity issues will be handled, and what tools or methods will be used. Also mention other team-related factors such as team building sessions, mentoring, and any other activities that involve your team.*

## **9. Communication Management Plan**

*Describe the process of handling project team and stakeholder communication including the methods and tools to be used, the people responsible for handling the*

communication channels and procedures, and other appropriate factors. Mention what information can be shared, who can do this, through which methods, and when.

## 10. Risk Management Plan

Describe how risks are going to be identified, analysed, managed, monitored, controlled, and reported. State who'll be responsible for these steps, what the exact responsibilities are, and what tools or techniques can be used.

## 12. Revision History

Keep track of all the changes that have been made to the Project Management Plan.

Version	Description	Date	Author





# APPENDIX 2: Attachments

List all documents and sources that support the Project Management Plan.

Document title	Description	Location



**APPENDIX 4: Author Notes**

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